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conway
city of
conway

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**City of Conway, Arkansas
Ordinance No. O-12-52**

AN ORDINANCE ADOPTING AND REQUIRING AN EVENT PERMIT APPLICATION FOR SPECIAL EVENTS TO BE HELD ON CITY OF CONWAY PROPERTY AND UTILIZING CITY PERSONNEL/RESOURCES; AND FOR OTHER PURPOSES

Whereas, the City of Conway needs to have advance notification of events that will take place on city property, and

Whereas, Conway Police Department needs advance planning time to determine staffing needs for special events taking place on city property, and

Whereas, other city departments need advance planning time to determine equipment and personnel needs for special events taking place on city property, and

Whereas, the City of Conway needs documentation of contact information, location, event type, event duration, and event features for special events planned for city property, and

Whereas, there is a need to acquire a refundable deposit to ensure events are held as scheduled.

NOW, THEREFORE, BE IT HEREBY ORDAINED BY THE CITY COUNCIL OF THE CITY OF CONWAY ARKANSAS THAT:

Section 1. The City of Conway, Arkansas Event Permit (attachment A) is hereby adopted and will be required for special events on city property and utilizing city personnel/resources.

Section 2. Permit Application will be returned to the Mayor's office at least 30 days prior to the planned event. Notice of approval will be given at least 15 days prior to event. Application signed by Mayor's office and Conway Police official will constitute a permit.

Section 3. A \$100 refundable deposit will be required at time of application. If the event is held as scheduled, or cancellation notice is given at least 7 days prior to scheduled date of event to the Mayor's office, deposit will be refunded. If event is not held as scheduled, deposit will be forfeited.

Section 4. Events that are held in city parks that do not require additional city personnel or resources are not required to secure this permit.

Section 5. Nothing in this ordinance is intended to limit or impede the first amendment rights of any individual or group.

PASSED this 22nd day of May, 2012.

Attest:


Michael O. Garrett
City Clerk/Treasurer

Approved:


Mayor Tab Townsell

City of Conway, Arkansas

Event Permit Application

www.cityofconway.org

501.450.6110

501.450.6145 (f)

Any individual or organization planning to host or produce a festival or event which will be held on City of Conway property and utilize city personnel/resources must complete this application and **return it at least 30 days prior to the event to the Mayor's Office, Attn: Jack Bell, 1201 Oak Street, Conway, AR 72032 for approval.** Response will be within 15 days. Any misrepresentation in this application or deviation from the final approved specifications and activities described herein may result in the immediate revocation of the approved permit. No application will be processed without the Hold Harmless Clause being signed and without the approval of the owner/operator of any location in which the event will be held. A \$100 refundable deposit is required. If event is held or cancellation notification is received at least 7 days prior to event, deposit will be returned. Otherwise deposit will be forfeited.

Event Name: _____

Event Date(s): _____

Event Producer: _____

<p>Primary Contact: _____ (Primary contact is the person who is to be contacted regarding the application or event)</p> <p>Address: _____</p> <p>City: _____ State: _____ Zip: _____</p> <p>Phone Day: _____ Night: _____</p> <p>Cell: _____ Fax: _____</p> <p>Email: _____</p>
<p>Secondary Contact: _____</p> <p>Address: _____</p> <p>City: _____ State: _____ Zip: _____</p> <p>Phone Day: _____ Night: _____</p> <p>Cell: _____ Fax: _____</p> <p>Email: _____</p>

Event Location: _____

Event Types: Check all that apply:

<input type="checkbox"/>	Not for Profit	<input type="checkbox"/>	Wedding Ceremony	<input type="checkbox"/>	Walk/Run Footrace
<input type="checkbox"/>	For Profit	<input type="checkbox"/>	Wedding Reception	<input type="checkbox"/>	Competition
<input type="checkbox"/>	Public	<input type="checkbox"/>	Meeting/Dinner	<input type="checkbox"/>	Parade
<input type="checkbox"/>	Private	<input type="checkbox"/>	Press Conference	<input type="checkbox"/>	Rally Demonstration
<input type="checkbox"/>	Concert	<input type="checkbox"/>	Auction	<input type="checkbox"/>	Festival
<input type="checkbox"/>	Trade Show/Expo	<input type="checkbox"/>	Block Party	<input type="checkbox"/>	Other _____
<input type="checkbox"/>	Movie/TV Production	<input type="checkbox"/>	Bicycle Event	<input type="checkbox"/>	Other _____

Event Description (Additional details may be attached)

Event Duration	Hours of Operation	Start	End
Starting Date: _____	Day 1	_____	_____
Ending Date: _____	Day 2	_____	_____
	Day 3	_____	_____
Site Preparation			
Starting Date: _____		Time: _____	
Dismantle/Cleanup			
Ending Date: _____		Time: _____	
Total Attendance: _____ Peak Attendance: _____ Peak Time: _____			

Event Features: Check all that apply

<input type="checkbox"/>	Alcoholic Beverages Served	<input type="checkbox"/>	Security Required
<input type="checkbox"/>	Alcoholic Beverages Sold	<input type="checkbox"/>	Street Closings
<input type="checkbox"/>	Carnival Rides	<input type="checkbox"/>	Temporary Electrical Service
<input type="checkbox"/>	Crowd Control Required	<input type="checkbox"/>	Temporary Restrooms
<input type="checkbox"/>	Elevated Noise Levels	<input type="checkbox"/>	Tents
<input type="checkbox"/>	Emergency Medical Services Required	<input type="checkbox"/>	Vendor Booths
<input type="checkbox"/>	Parade/March	<input type="checkbox"/>	Vendor Food
<input type="checkbox"/>	Fireworks	<input type="checkbox"/>	Other _____

Hold Harmless Clause:

The City shall not be liable to user's employees, agents, invitees, licensee, visitors, or to any other person, for injury to person or damage to property on or about the leased premises caused by the negligence or misconduct of user, its agents, servant or employees, or of any other person entering upon the leased premises under express or implied invitation by user, or caused by the building improvements located on the leased premises becoming out of repair, or caused by leakage of gas, oil, water, smoke, or steam or by electricity emanating from the leased premises. The event producer agrees to indemnify and hold harmless the City from any loss, attorney's fees, and expenses or claims arising out of any such damage or injury. The City reserves the right to revoke this application at any time.

The applicant ensures the compliance with the following:

- The observance of applicable laws and ordinances;
- Any stipulations or restrictions of the permit;
- The applicant assumes all liabilities that may arise by street closing and related activity.

Permit applied for and all terms and stipulation agreed to by:

Signature: _____ Date: _____

<u>Event Permit Approval:</u>		
Owner/Operator		
Approval Signature: _____	Location _____	Date: _____
Mayor's Office Approval: _____	Date: _____	
Conway Police Department Approval: _____	Date: _____	